



## FACILITY USE PERMIT APPLICATION

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### INSTRUCTIONS

1. Review the City of Kirkland [Park Facility Rental Guide](#) for complete details on how to reserve a location, for park rules and for requirements of use.
2. Check preliminary availability by contacting **Kevin Ball** / [kball@kirklandwa.gov](mailto:kball@kirklandwa.gov) / Phone: 425.587.3398.
3. Complete this form, initial, sign, attach payment and submit. A minimum of **30 business days** in advance is required. Submit the application to the attention of Kevin Ball at:  
**Email:** [kball@kirklandwa.gov](mailto:kball@kirklandwa.gov) / **Fax:** 425.587.3396 / **Mail:** City of Kirkland Parks and Community Services Department, 123 5th Avenue, Kirkland, WA, 98033 / **In Person:** (drop off only – applications are not reviewed at the counter) City of Kirkland Parks Maintenance and Operations Office 1129 8th Street, Kirkland, WA, 98033 Mon. – Fri. 7am – 3pm (excludes holidays)
4. There is no legal or binding commitment between parties until a Facility Use Permit is issued. Completed requests are reviewed first come, first serve. No date will be held until the City of Kirkland Parks Department reviews and approves the request.

### APPLICANT INFORMATION (Responsible Party) - Please print clearly.

Applicant/Primary Contact:

Secondary Applicant (If Applicable):

Group/Organization (If Applicable):

For Heritage Hall Only - Non-Profit Identification Number/Military Identification (attach copy of Military ID):

Primary Contact Email:

Primary Contact Phone:

Mailing Address:

City:

State:

Zip Code:

### LOCATION, EVENT DATE AND TIME - Check all that apply.

<input type="checkbox"/> Heritage Hall & Centennial Gardens	<input type="checkbox"/> Heritage Park Upper Lawn	<input type="checkbox"/> Marina Park Pavilion
Event Date Requested - Month: _____ Day: _____ Year: _____ <b>2<sup>nd</sup> Choice (if any) - Month: _____ Day: _____ Year: _____</b>		1 <sup>st</sup> Choice Day of Week: _____ <b>2<sup>nd</sup> Choice Day of Week: _____</b>
Time requested at Hall & Gardens: <input type="checkbox"/> N/A <b>Or</b> _____ to _____	Time requested at Heritage Park: <input type="checkbox"/> N/A <b>Or</b> _____ to _____	Total Hours at Hall/Gardens: _____
Time requested at Marina Park Pavilion: <input type="checkbox"/> N/A <b>Or</b> _____ to _____		Total Hours at Heritage Park: _____
<b>(Include equipment delivery/pick-up, setup, event, take-down/clean-up and cleaning.)</b>		Total Hours at Pavilion: _____

### EVENT INFORMATION

#### 1. Indicate the purpose of the event (check all that apply):

<input type="checkbox"/> Wedding/Renewal & Reception	<input type="checkbox"/> Ceremony Only	<input type="checkbox"/> Reception Only/Anniversary	<input type="checkbox"/> Birthday Party
<input type="checkbox"/> Memorial Service	<input type="checkbox"/> Company Picnic	<input type="checkbox"/> Family Gathering	<input type="checkbox"/> Assoc/Group Picnic
<input type="checkbox"/> Meeting	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Private Performance	<input type="checkbox"/> Party/Celebration
		<input type="checkbox"/> Class/Seminar	<input type="checkbox"/> Other _____

2. Provide a detailed, complete written event description, including ceremony details, activities, games, sports, crafts and entertainment:

3. Anticipated attendance (including adults and children)?

4. Will any other equipment be brought in to the site/park/outdoors for use at the event?

☐ No ☐ Yes (Site Plan and Equipment List Required)

5. Will a canopy(ies)/tent(s) be used?

☐ No ☐ Yes (Site Plan Required)

6. Will a caterer be preparing and/or serving food on-site?

☐ No. There will be no food.  
☐ No. Food will be prepared/provided by the renter or will be dropped off by a caterer.  
☐ Yes. Name of Caterer: \_\_\_\_\_

7. Will there be hired entertainment?

☐ No ☐ Yes - Name of Entertainment and website: \_\_\_\_\_

8. Will there be music?

☐ No ☐ Yes

Description: \_\_\_\_\_

9. Will beer or wine be served?

☐ No ☐ Yes (Additional Requirements Apply)

10. Will admissions be charged?

☐ No ☐ Yes (Additional Requirements Apply)



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**INSURANCE, HOLD HARMLESS, RULES & REGULATIONS - Each applicant must agree to and initial all items below and sign.**

\_\_\_\_\_ I certify that I am 18 years of age or older.

\_\_\_\_\_ **APPLICATION TIMELINE:** I understand I may not receive confirmation of a date for up to 10 business days from applying.

\_\_\_\_\_ **INSURANCE:** The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its member, or those attending the event. If applying individual/organization is required to be covered by general liability insurance, the applicant is responsible for obtaining said insurance. If required, proof of insurance, meeting the City's requirements, must be provided to the City.

\_\_\_\_\_ **HOLD HARMLESS AGREEMENT:** The undersigned hereby make application to the City of Kirkland (City) for use of park facilities and certifies the information given in the application and supporting material is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant further agrees to reimburse the City of Kirkland Parks and Community Services Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above.

\_\_\_\_\_ **FACILITY USE POLICIES, PARK RULES AND SITE POLICIES:** I have read, understand, accept and agree to abide by all Park Rules (Kirkland Municipal Code 11.80) and all policies contained within the City of Kirkland's Facility Rental Guide and the "Additional Heritage Hall/Heritage Park Application Requirements" supplement.

\_\_\_\_\_ **ALCOHOL (all applicants must initial):** I understand serving alcohol without proper requirements met, without approval and without permits, and/or in violation of any Local and State laws may result in a Police citation, immediate shut down of the event, forfeiture of rental payment, and/or additional fees.

\_\_\_\_\_ **ALCOHOL REQUIREMENTS (initials required if serving alcohol):** I agree: 1) to abide by the Alcohol restrictions and requirements outlined within the Facility Rental Guide and within the "Alcohol Requirements for Heritage Hall and the Marina Park Pavilion" supplement; and 2) to comply with restricting alcohol service and consumption areas to indoors only at Heritage Hall and to within the Pavilion only at the Pavilion; and 3) to comply with site signage requirements; and/or 4) to comply with the fencing requirements of the Pavilion (if renting the Pavilion).

\_\_\_\_\_ **CANCELLATION POLICY:** I understand once an application is submitted, the Cancellation policy applies. I have read and understand the Cancellation Policy detailed within the Facility Rental Guide. I acknowledge a cancellation in writing is required to cancel.

Print Primary Applicant Name	Signature of Primary Applicant	Date
Print Secondary Applicant Name	Signature of Secondary Applicant	Date

**PAYMENT INFORMATION - See the Facility Rental Guide and Park User Fees for applicable fees.**

<b>Payments Included:</b>	<input type="checkbox"/> Heritage Hall \$300 Damage Deposit ( <b>no alcohol</b> )	<input type="checkbox"/> Heritage Hall Rental Fee \$ _____	<input type="checkbox"/> Heritage Park – Park Open Space Rental Fee \$ _____	<input type="checkbox"/> Pavilion Rental Fee \$ _____	<input type="checkbox"/> \$25 High Risk Application Fee
	<input type="checkbox"/> Heritage Hall \$500 Damage Deposit ( <b>alcohol</b> )				
<input type="checkbox"/> Check/Money Order Payable to the City of Kirkland Check # _____			<input type="checkbox"/> MasterCard		<input type="checkbox"/> Visa
Total Amount Attached/Approved for Charge: \$ _____					
Signature of Card Holder:					
Visa/MasterCard Number:				Expiration Date:	
Print Name as It Appears on the Card:					

Last updated 5/15/15